

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 8/16/06

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

AGENDA ITEM WORDING: Approval to pay Monroe Service Co. invoices in the amount of \$885.00, and \$885.00, to repair damage to the Key West International Airport AC units, caused by hurricane Wilma.

ITEM BACKGROUND: The Clerk of the Court requests that these invoices be approval by the County Commission before being processed for payment.

PREVIOUS RELEVANT BOCC ACTION: Approval of hurricane Wilma related invoices, at the April, May, June, and July Commission meetings.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION: Approval

TOTAL COST: 1,770.00

BUDGETED: Yes

COST TO AIRPORT: None
COST TO PFC: None
COST TO COUNTY: None

SOURCE OF FUNDS: 404-6420-630113
hurricane Wilma Account

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney n/a OMB/Purchasing n/a Risk Management n/a

AIRPORT DIRECTOR APPROVAL _____


Peter J. Horton

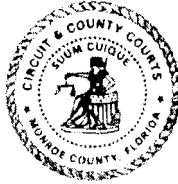
DOCUMENTATION: Included X

Not Required

AGENDA ITEM # _____

DISPOSITION: _____

/bev
AO



Danny L. Kolhage

BRANCH OFFICE
3117 OVERSEAS HIGHWAY
MARATHON, FLORIDA 33050
TEL. (305) 289-6027

CLERK OF THE CIRCUIT COURT
MONROE COUNTY
500 WHITEHEAD STREET
KEY WEST, FLORIDA 33040
TEL. (305) 292-3550

BRANCH OFFICE
88820 OVERSEAS HIGHWAY
PLANTATION KEY, FLORIDA 33070
TEL. (305) 852-7145

M E M O R A N D U M

July 5, 2006

TO: Bevette Moore

FROM: Cheryl A. Morgan

RE: Monroe Service Company Invoices 9311, 9312 & 9313

I am returning the above referenced invoices to you for noncompliance. Per chapter 3 of the purchasing policies any purchase or contract estimated to cost \$25,000.001 or greater shall be awarded by competitive sealed bids. Payments to Monroe Service Company have exceeded the \$25,000.01 threshold for the current fiscal year therefore BOCC prior approval is required as governed by County Ordinance.

If you have any questions I can be reached at extension 3649.

Memo

To: Board of County Commissioners
From: Peter Horton, Director of Airports
Date: 8/1/06
Re: Agenda Item - Monroe Service Co.

This item requests approval to pay Monroe Service Co. invoices in the amount of \$885.00, and \$885.00, to repair damage to the Key West International Airport AC units, caused by hurricane Wilma.

The Clerk of the Court requests that these invoices be approved by the County Commission before being processed for payment

The Commission has previously approved invoices related to hurricane Wilma, at the April, May, June, and July Commission meetings.

PJH/bev

MONROE SERVICE CO.

A/C - Refrigeration

9311

STATE LICENSE # CACO50394
P.O. BOX 5451
KEY WEST, FL 33045
(305) 295-0333

DATE ORDERED 6/10/06
DATE SCHEDULED 6/10/06

NAME	City Park	PHONE	
STREET	South Roosevelt	WK. PHONE	
CITY	Key West	STATE	FL
ZIP	33045		
MAKE		MODEL	
SERIAL NUMBER			
WARRANTY		CONTRACT	
SERVICE CONTRACT		NORMAL	
RES.		COMM.	

JOB LOCATION	AIRPORTS - BEM
REPAIR NUMBER	
RECEIVED	JUN 26 2006
PRICE	
SERVICE	

CUSTOMER REQUEST	Harbor Cape Air
TECHNICIAN SIGNATURE	Plut - Paid
CERT #	
TOTAL CHARGES	
SUB-TOTAL	
DIAG. CHARGE	
TAX	
TOTAL AMOUNT DUE	885.00

DATE 6/10/06

TIME 13:00

DATE 6/10/06

DATE 6/10/06

TIME 13:00

DATE 6/10/06

DATE 6/10/06

TIME 13:00

DATE 6/10/06

DATE 6/10/06

TIME 13:00

DATE 6/10/06

ITEM OR PART DESCRIPTION

QUANTITY

CHECK LIST

<input type="checkbox"/> COMPRESSOR	PSI	
<input type="checkbox"/> SUCTION	PSI	
<input type="checkbox"/> HEAD	PSI	
<input type="checkbox"/> VOLTS	AMPS	
<input type="checkbox"/> ELECTRICAL CONNECTIONS		
<input type="checkbox"/> CONTACTS TIGHT & CLEAN		
<input type="checkbox"/> OIL LEVEL & CONDITION		
<input type="checkbox"/> CONDENSER COIL		
<input type="checkbox"/> CLEAN COIL & CHECK FIN COND.		
<input type="checkbox"/> ENT	°F	LVG
<input type="checkbox"/> REFRIGERANT		
<input type="checkbox"/> LEAK		
<input type="checkbox"/> FAN AND MOTOR		
<input type="checkbox"/> VOLTS	AMPS	
<input type="checkbox"/> ELECTRICAL CONNECTIONS		
<input type="checkbox"/> CONTACTS TIGHT & CLEAN		
<input type="checkbox"/> FAN PULLEY (ADJUST BELT)		
<input type="checkbox"/> CHECK LUB BEARINGS & MOTOR		
<input type="checkbox"/> OIL		
<input type="checkbox"/> EVAPORATOR COIL		
<input type="checkbox"/> CLEAN COIL & CHECK FIN		
<input type="checkbox"/> ENT DB	°F	LVG DB
<input type="checkbox"/> ENT WB	°F	LVG WB
<input type="checkbox"/> CONDENSATE AREAS		
<input type="checkbox"/> INSPECT & CLEAN DRAIN PAN		
<input type="checkbox"/> AIR FILTERS		
<input type="checkbox"/> CLEANED		
<input type="checkbox"/> REPLACED		
<input type="checkbox"/> HEATING ASSY.		
<input type="checkbox"/> BURNER & HEAT EXCHANGER		
<input type="checkbox"/> FUEL SUPPLY & PRESSURE		
<input type="checkbox"/> PILOT ASSEMBLY		
<input type="checkbox"/> FLAME ADJUSTMENT		
<input type="checkbox"/> PRIMARY RELAY & FLUE		
<input type="checkbox"/> FAN & LIMIT SWITCH OPER.		
<input type="checkbox"/> BLOWER ASSEMBLY		
<input type="checkbox"/> RV VALVE		
<input type="checkbox"/> STRIP HEAT		
<input type="checkbox"/> DEROST CYCLE		
<input type="checkbox"/> ELECTRICAL COMPTS.		
<input type="checkbox"/> RELAYS		
<input type="checkbox"/> CONTACTORS		
<input type="checkbox"/> OVERLOAD		
<input type="checkbox"/> THERMOSTAT		
<input type="checkbox"/> O.K.		
<input type="checkbox"/> REPLACE		
<input type="checkbox"/> RELOCATE		
TRAVEL TIME		
TIME ARRIVED		
TIME DEPARTED		
TRAVEL TIME		
MILEAGE		
START -		
MILES		
TOAL		
X		
/HR.=		
X		
/MI.=		

MONROE COUNTY
BOARD OF COUNTY COMMISSIONERS
AUDIT SLIP

91041

Vendor Name Monroe Service Co

HURRICANE WILLIA

Invoice # 9312

Invoice Date 6/11/06

RECEIVED JUN 29 ENT'D

Invoice Amount 885.00

Fund / Cost Ctr	Account #	(Optional) Project #	(Optional) Project Acct	Amount
<u>404-5420</u>	<u>630113</u>	<u>530-460</u>		<u>885.00</u>

Description (Opt)

Description (Opt)

Install thermostat unit 2

Description (Opt)

Description (Opt)

Description (Opt)

Review	Signature _____	Date _____
Approve to \$1,000.00	Signature <u>Berette Moore</u>	Date <u>6/29/06</u>
\$1,000.01 to \$5,000.00	Signature _____	Date _____
\$5,000.01 to \$10,000.00	Signature _____	Date _____
\$10,000.01 to \$25,000.00	Signature _____	Date _____
\$25,000.01 & greater	BOCC Approval	

Notes: Only one invoice per audit slip, please!!
BOCC Depts. complete all areas.
Invoice # must be the invoice number from the vendor's invoice.
Description is a 25-position field for additional information.

MONROE SERVICE CO.

A / C - Refrigeration

STATE LICENSE # CACO50394

P.O. BOX 5451

KEY WEST, FL 33045

(305) 295-0333

DATE 6/11/06

DATE ORDERED

DATE SCHEDULED

PHONE

WK. PHONE

- ☐ WARRANTY
- ☐ CONTRACT
- ☐ SERVICE CONTRACT
- ☐ NORMAL
- ☐ RES. ☐ COMM.

NAME

STREET

CITY

MAKE

MODEL

SERIAL NUMBER

JOB

LOCATION

REPAIR NUMBER

RECEIVED

DESCRIPTION

JUN 26 2006

AIRPORTS - BEM

PRICE LINE

SERVICE

Our **COMPLETED** PERSONNEL recommend:

CUSTOMER REQUEST:

TECHNICIAN SIGNATURE

CERT. #

TOTAL OTHER CHARGES

TERMS: DUE UPON COMPLETION

I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL & COMPLETE PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF.

SUB-TOTAL

DIAG. CHARGE

TAX

TOTAL AMOUNT DUE

AUTHORIZED SIGNATURE

ABOVE ORDERED WORK HAS BEEN COMPLETED AND I ACKNOWLEDGE RECEIPT OF MY COPY.

X O.K. Jerome

DATE

CHECK LIST

COMPRESSOR

- ☐ SUCTION _____ PSI
- ☐ HEAD _____ PSI
- ☐ VOLTS _____ AMPS
- ☐ ELECTRICAL CONNECTIONS
- ☐ CONTACTS TIGHT & CLEAN
- ☐ OIL LEVEL & CONDITION

CONDENSER COIL

- ☐ CLEAN COIL & CHECK FIN COND.
- ☐ ENT _____ °F LVG _____ °F

REFRIGERANT

- ☐ LEAK ☐ CHARGE

FAN AND MOTOR

- ☐ VOLTS _____ AMPS
- ☐ ELECTRICAL CONNECTIONS
- ☐ CONTACTS TIGHT & CLEAN
- ☐ FAN PULLEYS (ADJUST BELT)
- ☐ CHECK, LUB BEARINGS & MOTOR
- ☐ CFM

EVAPORATOR COIL

- ☐ CLEAN COIL & CHECK FIN
- ☐ ENT DB _____ °F LVG DB _____ °F
- ☐ ENT WB _____ °F LVG WB _____ °F

CONDENSATE AREAS

- ☐ INSPECT & CLEAN DRAIN PAN
- ☐ INSPECT & CLEAN DRAIN

AIR FILTERS

- ☐ CLEANED ☐ REPLACED

FILTER SIZE

HEATING ASSY.

- ☐ BURNER & HEAT EXCHANGER
- ☐ FUEL SUPPLY & PRESSURE
- ☐ PILOT ASSEMBLY
- ☐ FLAME ADJUSTMENT
- ☐ PRIMARY RELAY & FLUE
- ☐ FAN & LIMIT SWITCH OPER.
- ☐ BLOWER ASSEMBLY
- ☐ RV VALVE
- ☐ STRIP HEAT
- ☐ DEFROST CYCLE

ELECTRICAL COMP'TS.

- ☐ RELAYS ☐ CONTACTORS
- ☐ OVERLOAD ☐ PRESS. SWITCH

THERMOSTAT

- ☐ O.K. ☐ REPLACE
- ☐ RELOCATE

TRAVEL TIME

TIME ARRIVED

TIME DEPARTED

TRAVEL TIME

MILEAGE

ENDING

START -

TOTAL MILES

X /HR.=

X /MI.=

QUANTITY	ITEM OR PART DESCRIPTION
	Unit # 2
	revised A/C unit and installed Thermostat
	T-Start 320.00
	Sch on Wiring 560.00

We wish to provide the highest level of professionalism and quality service along with the best customer assurance policy in the industry. Our service repair warranty policy is:

1. All parts replaced by us will be warranted to be free of defects for a period of _____. Many service companies provide 30, 60 or 90 day warranties. We feel that the parts we install have been carefully selected and meet or exceed manufacturer specifications. For this reason we feel comfortable offering this excellent warranty. The labor to install the warranted part(s) is discussed in item #2 below.

2. Our repair labor is warranted for a period of _____. This is the labor to repair or replace the part we installed in the initial repair, and not to correct other problems that may have arisen in the interim.

3. In the case of refrigerant (freon) leak repairs, our parts and labor warranty is as stated above with the following clarifications:

- You are strongly urged to let the technician show you the location of the leak prior to and after the repair. If this is not possible due to attic or other inconvenient location, be sure the technician accurately describes the leak location on his service ticket. Our warranty is for the specific leak repaired.
- Unfortunately, many times there can be more than one leak in a system. We may only locate one and complete an effective repair only to be called out again later and find another one. Our warranty on the previous leak repair would not cover the new one. However, if within 90 days of the first leak location, we will provide a no charge diagnostic and leak search. You will then only pay for the repair of the leak, just as you would have done if we had located it on the first trip.

ENVIRONMENT CHECK LIST

CHRG. CODE	TYPE	SYSTEM	QTY.	CHANGED OUT (OR REPLACED)?	YES	NO
REFRIG.						
①	RECOVERED?					
②	RECYCLED?					
③	RECLAIMED?					
④	RETURNED TO THIS SYSTEM?					
⑤	DISPOSAL					
	NON USEABLE					
	DISPOSAL					

OWNER'S INITIALS

ACCEPTED DECLINED